



To: All HOPWA Project Sponsors
From: Lisa Coffman, HOPWA Coordinator
Date: July 16, 2001
Re: **Clarification on Short-term Assistance**

Notice: HOPWA 01-03

The purpose of this memo is to clarify what application is used for short-term assistance and what information needs to be sent to IHFA for reimbursement versus what information needs to be given to your agency accountant in order to cut the request check.

Payee Form

Enclosed please find a short-term assistance payee form. You can use this form to turn into your accounting department in lieu of providing them with the entire client application. Some of you have requested that IHFA create a form of this type. You can also include this form with the client application and appropriate support documentation when submitting claims to IHFA for reimbursement of short-term assistance expenses.

Application

Please use the HOPWA Rental Assistance Application for short-term assistance. The page numbers that must be completed are as follows:

- Page 1 – Complete the entire page. Be sure to provide a narrative on the “Nature of Emergency” on the lower right-hand corner.
- Page 2 – Complete the 2nd – 4th lines. Skip the remaining part of the application, until you get to the signature part. The application must be signed and dated by both the client and care coordinator.
- Page 3 – The entire page must be completed.
- Page 4 – This page is completed only if the client has no income.
- Page 7 – Complete the entire page and have the client sign.

Support Documentation

If you are paying rent, please be sure to provide a copy of the lease. If the short-term assistance is for a mortgage or utilities, please provide a copy of one of the mortgage coupons or copy of the utility bill. You may send a copy of

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the short-term assistance payee form, if you like. However, please note that an application is still required support documentation on every client.

Claims

When turning in a claim to IHFA for reimbursement of short-term assistance expenses, please provide a copy of the application and the appropriate support documentation. Failure to do so will result in the delay of release of funds to your agency that week. I will call you if I have any questions. If you do not hear from me by the following Tuesday after submitting a claim, your claim has been approved and is in the processing stage.

I hope that you find this memo helpful, and that the short-term assistance payee form will assist you in requesting checks from your accounting department. If you have any questions, concerns, or suggestions please feel free to contact me at (317) 233-1814 or (800) 872-0371. I can also be reached via e-mail at lcoffman@ihfa.state.in.us.

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